

MANCHESTER
1824

The University of Manchester

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Appointment Brief

Executive Director of Humanitarian and Conflict Response Institute & Professor

December 2024





The University of Manchester is committed to creating an environment where diversity is celebrated and everyone is treated fairly, regardless of sex, gender identity, disability, ethnicity, religion or belief, sexual orientation, marital or transgender status, age, or nationality.



Introduction

Thank you for your interest in the role of Executive Director, Humanitarian and Conflict Response Institute (HCRI) and Professor at The University of Manchester (UoM).

Founded in 2008, the Humanitarian and Conflict Response Institute (HCRI) is a leading global institute dedicated to interdisciplinary research and education about conflict and disasters. HCRI's focus and approach are unique, as the only research Institute dedicated to examining the interconnected challenges of armed conflict, humanitarian response, disaster response, and global humanitarian health, and increasingly climate change. In doing so, HCRI brings together scholars from over 10 disciplines (history, history of medicine, peace studies, development studies, sociology, geography, anthropology, politics, epidemiology, emergency medicine) to advance innovative research and evidence-based approaches to effectively respond to these complex challenges. At the heart of HCRI's mission is the desire to educate future leaders, inform and support decision-makers, collaborate with partner organisations, and foster increased understanding and debate.

The University of Manchester is now seeking to appoint a new Executive Director and Professor to lead the continued growth and development of the Institute in line with its mission and ambitions. The new Executive Director will have the opportunity to provide leadership to help shape the strategic direction and business plan for the Institute, lead on external facing activities with key global partners and provide academic leadership to ensure high quality research outputs.

The successful candidate will specialise in one of HCRI's areas of thematic expertise (Peace and Conflict Studies, Humanitarian Studies, Disaster Studies or Global (Humanitarian) Health) and possess the requisite leadership skills and management experience to provide inspirational and effective leadership to HCRI. As a Professor at UoM, they will also demonstrate a record of success in securing competitive research funding and publishing world-leading and methodologically rigorous research. They will also demonstrate an ability to engage with the Institute's range of thematic experts. They will share UoM's commitment to social responsibility and fostering an inclusive and nurturing culture in which all colleagues and students have the opportunity to thrive and progress their careers.

We encourage you to arrange a discussion with our search partner to find out more about the opportunity.

About the University

The University of Manchester is recognised globally for its pioneering research, breadth of teaching and learning and for our commitment to social responsibility. The world's big challenges demand urgent action – we're working across boundaries and disciplines to create healthier, more equal futures; helping to eradicate poverty; ensuring energy supply for future generations; and protecting our planet for the years to come.

In 2024, we've been celebrating our bicentenary: 200 years of education and innovation. This milestone event is an exciting time to reflect on the past, recognising our key discoveries, pioneering ideas and world firsts while looking forward to what our third century could bring.

Our history

The University of Manchester was the first and most eminent of England's civic universities. Our earliest roots can be traced back to 1824 with the formation of the Manchester Mechanics' Institution, founded as part of a national movement for the education of working men, and with the creation of the Manchester Royal School of Medicine.

The University of Manchester, in its present form, was created in 2004 by the amalgamation of the Victoria University of Manchester and the University of Manchester Institute of Science and Technology (UMIST).

We have a rich history of attracting brilliant minds to the University, with 25 Nobel laureates among our current and former staff and students, including Ernest Rutherford, Arthur Lewis, and most recently, Andre Geim and Kostya Novoselov.

The present

Part of the prestigious Russell Group of UK universities, The University of Manchester is one of the UK's largest single-site higher education institutions with a broad disciplinary base across STEM and the arts and social sciences. We operate at scale with an annual turnover of £1.35 billion, a significant ongoing capital investment programme and more than 500,000 alumni.

The University is a truly global institution, with a reputation for education and innovation that resonates across the world. We are consistently ranked among the top universities in the world across all significant international rankings.

We are the most popular university in the UK for UCAS applications and have around 17,000 international students in our total student community. Our students come to live and study in Manchester and learn to be global citizens. They are attracted by our powerful sense of place, our academic ranking, the diversity of our courses, the impact of our social responsibility and by the city's rich cultural and sporting heritage.



The city of Manchester and the region

Manchester is the original modern city, responsible for pioneering events and movements that shaped the past and continue to influence the world as we know it today. The Industrial Revolution powered by canals and steam had its origins here – alongside it came fundamental societal developments such as trade unionism, the cooperative movement and the suffragettes.

The University is a proud Manchester institution – inspired by its revolutionary history, we act courageously and challenge assumptions to create the exceptional.

We are an anchor institution: critical to the economic, social, cultural and environmental wellbeing of the city and our region. The University is committed to its local community, and we recognise the importance of our civic role. In collaboration with Manchester Metropolitan University, Royal Northern College of Music, University of Bolton and the University of Salford, we have developed a joint Civic University Agreement with the Greater Manchester Combined Authority (GMCA) and its ten local authorities to drive social and economic change in the city-region.

We make a significant contribution to the city and region's cultural credentials, with our own Manchester Museum, John Rylands Research Institute and Library and the Whitworth among the city's cultural landmarks, and the iconic Lovell Telescope just a short drive away at our Jodrell Bank Discovery Centre.

Manchester has been ranked as the top UK city to live in (*The Economist's* Global Liveability Index 2022) and in 2021, the city was ranked in the top three of *Time Out's* World's Best Cities.

It's a cosmopolitan city, and its cultural life is internationally renowned. There are three outstanding professional theatre companies, the concert halls of the Hallé and BBC Philharmonic orchestras, HOME, and Europe's fastest-growing Chinatown.

Among developments enriching the area's cultural life are the Lowry Centre and MediaCityUK at Salford Quays, the Bridgewater Concert Hall, the refurbished City Art Gallery, and the Imperial War Museum North, designed by Daniel Libeskind, in Trafford.

Global rankings and reputation

The University is a truly global institution, with a reputation for education and innovation that resonates across the world. Today, we are ranked:

- 34th in the world (QS World University Rankings 2025).
- 93% of the University's research activity was assessed as 'world-leading' (4*) or 'internationally excellent' (3*) (Research Excellence Framework 2021).
- 1st in the UK and Europe and 2nd in the world for social and environmental impact (*Times Higher Education* Impact Ranking). We are the only university to consistently rank in the global top 10 since the ranking's inception.

International businesses, charities, governments, and universities turn to Manchester for its expertise – from leading the European renaissance in industrial biotechnology to broadening access to cancer services in India, helping more than 5,000 children with leukaemia receive treatment.

More than 170 student nationalities come together on campus, making Manchester one of the world's most international universities.

Learn more about our [rankings and reputation](#).



Vision and strategic plan

Our vision is to be recognised globally for the excellence of our people, research, learning and innovation, and for the benefits we bring to society and the environment.

In 2019 we launched *Our future* which affirmed our core purpose to advance education, knowledge and wisdom for the good of society and set out ambitious targets for the next five years. As set out when we launched our strategic plan, as we enter our third century we will review and update the strategy which has guided us over the past five years.

Our future established three core goals which are encapsulated in our motto: knowledge, wisdom, and humanity:

- Research and discovery
- Teaching and learning
- Social responsibility

and four themes:

- Our people, our values
- Innovation
- Civic engagement
- Global influence

Our future set an ambitious agenda to build on the University's distinctive strengths, with a commitment to make a difference to society and the environment and protect our unique status as an open place of enquiry and challenge.

It looked to a future where we expand our world-leading research to address the most challenging global questions and exploit our capability for interdisciplinary research; transform the way our students learn to make them the most employable graduates and truly global citizens; and ensure that all our activities make a positive difference to society.

The strategic plan reinforces what already makes The University of Manchester distinctive: our excellence, openness and inclusivity, our longstanding commitment to social responsibility, our scale and breadth, our tradition of innovation, and our very close bonds with, and location at the heart of, Manchester.

Universities such as ours are ideally positioned to help address many of the world's major challenges, finding new means to deliver environmental sustainability, close the gap of societal inequalities, improve health, inform and empower citizens, and create the leaders of the future.

Find more about [Our future](#).

Manchester 2035

[Manchester 2035](#) is a bold new strategy that will shape our direction for the next decade. It's about all of us – students, staff, alumni and partners – coming together to shape our ambitions and take on the challenges of the future.

Through collaboration, we'll consider who we want to be and how we get there, creating a joint plan that reflects our aspirations and benefits the communities we serve.

We are currently in the first phase (listening and discussing) of the process to develop *Manchester 2035*. We will publish the final strategy later in 2025.

Equality, Diversity and Inclusion

From our beginnings nearly 200 years ago as England's first civic university, we've sought to break down barriers and improve lives. At The University of Manchester, we celebrate our diversity and the diversity of the communities we serve.

Our ambition is to be an inclusive place to work and study, one that is characterised by equity, diversity, and a sense of belonging for our community.

Our vision is to be recognised by staff, students, alumni, and our partners as an inclusive organisation. We will do this by creating an outstandingly inclusive place to work and study that is characterised by equality, seeing the value of diversity and where all have a sense of belonging.

We are committed to meeting and exceeding our obligations under current legislation and by doing more, we build on Manchester's existing reputation for its rich diversity and ensure we equip all our staff and students with the knowledge to sustain and enjoy a fully inclusive study and work environment. Recognising, embracing and valuing difference leads to improvements for all.

We recently appointed a new Executive Director of EDI to lead our work in this area. We are proud to employ a workforce that reflects the diverse community we serve.

Download our [Equality Information Report 2024](#).

Watch [We Belong](#), a short film about our commitment to international and local inclusivity and diversity, featuring our students and staff.



University Leadership

Leadership

President and Vice-Chancellor,
Professor Duncan Ivison

Deputy President and Deputy Vice-Chancellor,
Professor Luke Georghiou

Registrar, Secretary and Chief Operating
Officer,
Patrick Hackett

Vice-President for Research, Professor Colette
Fagan

Vice-President for Teaching, Learning and
Students, Professor April McMahon

Vice-President for Social Responsibility,
Professor Nalin Thakkar

Vice-President and Dean of the Faculty of
Science and Engineering, Professor Martin
Schröder

Vice-President and Dean of the Faculty of
Humanities, Professor Fiona Devine

Interim Vice-President and Dean of the Faculty
of Biology, Medicine and Health, Professor
Allan Pacey

Professor Richard Jones, Vice-President,
Regional Innovation and Civic Engagement

Chief Financial Officer, Carol Prokopyszyn

Executive Director of People, Eleanor
Morrissey

The senior officers are supported by a number
of associate vice-presidents, who are
responsible for leading on
cross-cutting, thematic priorities.

Our Chancellor, Nazir Afzal OBE, is the
ceremonial head of the University and presides
over meetings of the General Assembly and
over degree congregations.

Detailed biographies of the [University's senior
officers](#).

Governance

The University of Manchester's
governance structure and constitution
have been developed so that they
hold true to the ethos, principles and
requirements of good governance in
higher education.

Governance is the responsibility of
the following authoritative bodies:

Board of Governors

The Board of Governors is the
University's governing body. Chaired
by Philippa Hird, and with 23 (mostly
Lay) members, it has ultimate
responsibility for the University's
overall strategic direction and for the
management of its finances.

General Assembly

A two-way channel of communication
through which the University presents
its achievements to its broader
constituencies and receives feedback
and advice on matters relating to
University business. It has around
100 members.

Senate

The University's principal academic
authority. The Senate is responsible
to the Board of Governors for the
promotion of research and for
monitoring standards in teaching.



School of Arts, Languages and Cultures

The School of Arts, Languages and Cultures is one of the largest groupings of students, teachers and researchers in the arts and languages anywhere in the world.

We attract the best research and academic talent from across the globe, and give students the highest quality educational experience through dedicated teaching and access to a huge range of resources. The School has 17 different disciplinary areas, plus teaching in nearly 20 languages, and is internationally-recognised in the fields of human cultures, beliefs, institutions and languages.

We are committed to research that makes a contribution to addressing some of the major challenges that face the UK and the world. Our research has an impact beyond academia, and many of our researchers work in partnership with both local and global external organisations. These include a range of arts and cultural providers, international NGOs and charities, and community-based groups.

Our researchers have also worked closely with forensic scientists, the police and the law courts, artists and policymakers, and arts entrepreneurs from the global south.

At the hub of our research is the Centre for Interdisciplinary Research in Arts and Languages (CIDRAL), which facilitates cross-disciplinary activities and exchanges throughout the School and beyond.

Our two major research institutes are the John Rylands Research Institute and Library (Rylands), which promotes research into the world-class special collections of The University of Manchester Library, and the Humanitarian and Conflict Response Institute (HCRI) which conducts rigorous research on the impact and outcomes of contemporary and historical crises. You can find more on our research themes, centres and institutes [here](#).

Humanitarian and Conflict Response Institute (HCRI)

Vision

The vision for the Humanitarian and Conflict Response Institute at The University of Manchester has been inspired by the need to conduct rigorous, in-depth research and analysis on the impact and outcomes of contemporary and historical crises and conflicts. Founded in 2008 as a University of Manchester Research Institute, HCRI has developed a novel configuration for research and teaching that uniquely associates academics, practitioners, non-governmental organisation (NGO) partners, policymakers and analysts in sustained intellectual engagement.

Research and Teaching

HCRI's novel research configuration combines the expert insights of leading researchers across humanities disciplines and applied medicine, in partnership with non-governmental organisations and other collaborators. The 4 key thematic areas of HCRI are peace and conflict studies, humanitarian studies, global/humanitarian health, and disaster studies/climate crisis. Further information on our research can be found [here](#).

HCRI offers a flexible approach to the provision of research and taught programmes to cater for the current needs of the humanitarian and disaster response sectors, as well as prepare the next generation of researchers and practitioners. HCRI's programmes of undergraduate and postgraduate study are driven by a desire to inform and support policy and decision makers, to optimise collaboration between partner organisations, and to foster increased accountability within a knowledge gathering framework. In achieving these aims, HCRI facilitates improvements in crisis response on a global scale whilst providing a centre of excellence for those involved in providing humanitarian assistance and protection, building peace, resilience or emergency capacity.

HCRI is a genuinely multidisciplinary institute, with its own staff and affiliated staff from across the Faculty of Humanities and the Faculty of Biology, Medicine and Health. The interplay between disciplines of peace and conflict studies, history, politics, anthropology, geography, the arts, and medicine uniquely position UoM as the leading global centre for humanitarian, disaster, or conflict response, as well as global humanitarian health and peacebuilding. UoM has a heritage of developing such class-leading centres, and HCRI has developed synergistic relationships with other leading entities at Manchester, such as the Global Development Institute.

Partners

The HCRI also collaborates with external partners. HCRI has longstanding collaborations with humanitarian organisations including Médecins Sans Frontières, Save the Children, UK-Med, and Mines Advisory Group (MAG).

HCRI, the Liverpool School of Tropical Medicine (LSTM), and the medical charity Médecins Sans Frontières (MSF) are in the second iteration of a partnership to deliver an educational programme designed to enhance the skills and knowledge of MSF's personnel. The collaboration focuses on the delivery of a Master's level educational programme that maximises student opportunities for face-to-face learning, whilst still enabling study by those unable to travel or to commit to full-time study.



The role

Appointment of Executive Director and Professor

An exciting opportunity has arisen at The University of Manchester for the post of Executive Director and Professor at the Humanitarian and Conflict Response Institute (HCRI). The appointment is open to those specialising in one of HCRI's areas of thematic expertise (Peace and Conflict Studies, Humanitarian Studies, Disaster Studies/Climate Crisis, Global/Humanitarian Health), with a preference for those in the area of Peace and Conflict Studies.

We seek an outstanding academic candidate to lead an internationally visible programme of work and to drive new collaborations with other existing areas of strength in HCRI. The ideal candidates should engage with the Institute's range of thematic expertise. HCRI is a multidisciplinary institute, and we welcome applications that illustrate a commitment to or experience of crossing disciplinary boundaries and methodological pluralism.

The Professorial post is a teaching and research position aimed at complementing and further developing HCRI's mission. The role requires the post-holder to advance the Institute's international reputation of academic excellence by delivering world-leading research and publications. Further, the post holder will be required to assume major administrative roles in the institute, including as the next Executive Director, and contribute to its strategic development. Finally, the successful candidate will be asked to contribute to HCRI's teaching activities, including its undergraduate, postgraduate and PhD programmes. The candidate must be able to lead or support curriculum development for new and existing programmes and complement the current teaching portfolio. The post holder is expected to provide high quality digital (online and hybrid) and face-to-face teaching in the Institute.

Reporting line: The post-holder will be responsible to the Head of School, also reporting to the Vice-Dean (Research), AVP for Research, Deans of Humanities and of Biology, Medicine and Health. They will be responsible for all members of staff employed in the Institute, including first line responsibility for academic staff.

The post-holder will be a member of the School Leadership Group and will interact extensively with other members of the team, including Heads of Department and Directors of other School functions (Research, Teaching, Social Responsibility and EDI) as well as Directors of the other 21 University of Manchester Research Institutes (UMRI).

Length of Term: The Executive Director role will be a termed appointment of 5 years (3 three-year renewable post + 2 years). The Professorial role will be a permanent substantive position.

Key Responsibilities, Accountabilities and Duties (Executive Director)

The key duties and responsibilities of the Executive Director include the following¹:

Leadership

- Demonstrate full commitment to the realisation of the vision of the University in the context of the Institute and its constituent academic disciplines.
- Promote excellence in these disciplines in line with the University's vision.
- Support the Head of School in promoting interdisciplinary working, new areas of research and postgraduate teaching, innovative degree programmes and the generation of resources available for research.
- Maintain an awareness of developments in higher education policy and practice, especially with relevance to the work of the constituent disciplines of the Institute.
- Seek to enhance the reputation and profile of those disciplines externally and to attract funding.
- Support the Head of School in seeking to enhance teaching quality and the general student experience.
- Contribute as appropriate in leading Social Responsibility activities within the Institute (including the Institute's contribution to the University's research beacons and platforms) in support of the School/Faculty/University strategy and associated performance indicators.
- Lead in external facing activities with key global partners (NGOs and UN agencies, including MSF, UK-Med, MAG) of the Institute and in maintaining and renewing memoranda of agreement and strategic collaborations.
- Represent the Institute on the University of Manchester Research Institute (UMRI) committee.
- Report annually to the Deans of Humanities and FBMH or their designates on the approved business plan, financial report, and research objectives of the Institute.

Strategic and Academic Planning

- In the context of the University and Faculties Strategic and School plans, define the objectives and priorities for the Institute in terms of research and teaching, in consultation with the Head of School, Associate dean for research and AVP for Research and other academic colleagues as required.
- Keep under regular review the teaching and research programmes in the Institute to ensure that those objectives are being met.
- Ensure that a rolling academic plan is maintained for the Institute to reflect the school and university strategic plan.
- Where relevant, liaise with Heads of Research Centres to develop and maintain a strategy for research, including embedding the School's research funding strategy within the Institute.

¹ In practice, some of these responsibilities are shared with the Institute's functional directors and/or undertaken through function roles within the Institute.

- Liaise with other heads of university initiatives and partner institutes such as GDI (eg the University's Global Inequalities Beacon)
- Engage in strategic planning at School, faculties and university level as required.
- Ensure that the strategies and plans of the Institute are consistent with those of the School, Faculty and University.
- Oversee quality assurance standards within the Institute and, in particular, for ensuring that University procedures are followed.
- Ensure that appropriate links are maintained with any relevant professional bodies (e.g. medical Royal Colleges or other validating bodies).
- Allocate and balance academic workloads in accordance with School, Faculty and University policy.
- Maintain an overview of the REF in the Institute, prepared in conjunction with the Institute Research Director.

Management of the Institute

- Manage the Institute in an efficient, structured, open and transparent way.
- Contribute to the agenda for the School in terms of the objectives of teaching and learning, research and knowledge transfer, and social responsibility, and ensure that these objectives are appropriately embedded in the Institute. In so doing, the postholder should work with the Institute deputy and programme directors, HCRI Partnerships and Programmes Manager and other relevant Institute staff and School managers.
- Monitor the quality and standards of the Institute's programmes of study.
- Play a pivotal role in communications with the School and Institute, the Faculties and University, and foster links with School, Faculty and central Professional Services.
- Consult with staff as appropriate on matters of legitimate concern, including equality, diversity and inclusion (EDI) issues and initiatives, and encourage them to be involved in the life of the Institute and School.
- Ensure compliance within the Institute with all University policies and procedures, and the provisions of the Charter, Statutes, Ordinances and Regulations.
- Ensure that the Institute meets agreed targets including student recruitment targets and any other agreed performance indicators.
- Ensure that the Institute meets its obligations in terms of formal reporting to the School/Faculties/University in a timely manner.
- Foster external engagement in the work of the Institute, and collaborate with Division of Development and Alumni Relations (DDAR) to develop a fundraising strategy.

People management

- Manage and develop staff assigned to the Institute.
- Establish and chair suitable management and consultative fora within the Institute.
- Create a supportive environment within the Institute that encourages the development of staff at all levels, including conducting career development conversations with academic staff on an annual basis.

- Ensure that staff are performing at an optimal level and take appropriate steps to address sub-optimal performance.
- Promote equality, diversity, and inclusion in employment and teaching in accordance with the policies of the University and ensure their implementation within the Institute.
- Oversee the deployment of staff within the Institute and the allocation of duties within the parameters of the Institute's/School's workload allocation model (WAM).
- Ensure that probationary staff receive appropriate support and guidance, including formal induction, setting of clear performance targets and overseeing the production of recommendations for confirmation of appointment.
- Make recommendations to the Head of School with regard to promotions and reward.
- Ensure that issues relating to discipline and grievance are addressed following consultation with the Head of School.
- Prepare cases for new and replacement academic posts for discussion with the Head of School.
- Provide advice to the Head of School in relation to applications from staff for study leave and requests for permission to undertake outside work.

Students

- Ensure appropriate arrangements are in place for the recruitment, admission, academic support, welfare and progression of students.
- Ensure appropriate arrangements are in place governing the teaching and study of the subjects assigned to the Institute.
- Ensure that there are clear arrangements for the monitoring of the student experience and for ensuring that students receive the tuition, feedback and support to which they are entitled.
- Ensure that there are appropriate mechanisms in place for communication and engagement with students.
- Ensure that procedures relating to discipline and complaints are followed, where necessary.
- Promote equality and diversity in education in the Institute in accordance with the policies of the University and institute strategy.
- Display a willingness to lead by example in supervision and teaching at all levels as necessary.



Key Responsibilities, Accountabilities and Duties (Professor)

The key duties and responsibilities of the Professor include the following:

Research

- Champion and provide academic leadership in the candidate's area of thematic expertise, internally and externally.
- Conduct and publish world-leading and methodologically rigorous research, advancing established ideas, concepts or theories.
- Advance the international reputation of research excellence of the Institute by maintaining an international research profile through world-leading and REF-able outputs, and attending and organising research events, and related activities.
- Lead major funding bids or projects as PI that foster the research reputation of the Institute and University, and that enable junior colleagues to gain experience in international research projects.
- Develop and maintain strong networks and sustained relationships with internal and external academics and other relevant professionals and contacts.
- Contribute to the development of a research culture through the support of, and contribution to, HCRI seminar series and conferences, and through the development of research networks that raise the profile of HCRI.
- Work and engage in inter- or multidisciplinary work and engage with colleagues across some of the 4 key thematic areas of HCRI (peace and conflict studies, humanitarian studies, global/humanitarian health and disaster studies/climate crisis).
- Act as main supervisor for PGR students and actively attract high-quality candidates to HCRI.

Teaching and Learning

- Convene courses and support the delivery of existing course units to be taught at undergraduate or postgraduate levels face-to-face and online.
- Lead on, or contribute to, curriculum development at all levels.
- Deliver and develop or adapt innovative and appealing new course units to be taught at undergraduate or postgraduate level that enhance current HCRI offerings.
- Contribute to the pastoral and academic supervision and training of undergraduate and postgraduate students and supervise dissertations or similar research projects across all levels.
- Use appropriate teaching, learning support and assessment methods. Actively seek and pursue training in teaching technology and practice.
- Identify areas where current provision needs revision or improvement, as relevant, and work towards curriculum improvements.

Admissions

- Contribute to student admissions and student recruitment activities as required.

Teamwork

- Be a mentor to junior colleagues in the Institute and contribute to a positive, encouraging academic culture.
- Actively contribute to and lead the intellectual life of the Institute and participate as needed in team meetings, school committees, and hiring processes.
- Actively build collaborations with colleagues to apply for external research grants, and identify and respond to students' needs.
- Act as a responsible team member and develop productive working relationships with other members of staff.

Administrative

- Hold major administrative responsibilities within the Institute or School, including as Institute Executive Director
- Participate actively in the development of the Institute's and School's research agenda, identifying and building collaborations inside and outside the University.
- Lead on the design, implementation, and oversight of programmes at undergraduate, postgraduate, and postgraduate researcher level.



Person specification (Executive Director)

Candidates must be able demonstrate that they meet the requirements of this person specification in order to be considered for the role of Executive Director:

Organisational Leadership

1. Is committed to the goals and vision of the University.
2. Creates a sense of unity and common purpose.
3. Actively works to build teams and effective working relationships.
4. Looks beyond the boundaries of the Institute and School in promoting interdisciplinary working across Faculties as required by the University and Institute strategic plans.

Academic Grounding

5. Possesses a personal academic standing which commands the respect of colleagues within the Institute, School, Faculties and University.
6. Committed to promoting excellence in teaching and research within the Institute and School.

Personal Qualities

7. Thinks strategically and seeks to gain the agreement of colleagues to strategic decisions.
8. Is honest and open and has a high level of personal integrity.
9. Effectively communicates.
10. Consults with and listens to colleagues at all levels on a regular basis.
11. Knows when to take advice.
12. Builds effective partnerships with staff.
13. Is well organised and committed to getting the job done.
14. Is decisive, proactive and fair in tackling difficult management issues.
15. Has a strong commitment to equality, diversity and inclusion in education and employment.

Experience

16. A proven track record in a management role is desirable, but not essential.
17. A successful track record in undertaking administrative roles is essential.

Training

18. Completion of leadership programme such as Step into Leadership before taking up office, or possession of a recognised management qualification would be an advantage. The willingness and commitment to undertake leadership training is essential.

Person specification (Professor)

Successful candidates will be an established leaders in their field, evidenced by an outstanding record of publications, grant capture, research leadership and academic citizenship. Specific requirements are outlined below:

Research

1. Hold a PhD in a relevant subject to one of HCRI's four areas of thematic expertise, with a preference for those in Peace and Conflict Studies.
2. Extensive and up-to-date theoretical knowledge in their area of expertise.
3. Outstanding international research profile, evidenced by a sustained and substantial record of internationally recognised and world-leading through a record of recent high-quality, peer reviewed research publications (or other equivalent recognised forms of research output) and other achievements.
4. Proven ability to plan and lead the delivery of research programmes.
5. Evidence of successful and sustained collaborations with other teams/institutions and significant and sustained success in obtaining external grants.
6. Track record in interdisciplinary working or bringing multi-disciplinary teams together.
7. Track record of attracting and successfully supervising high-quality postgraduate research students.
8. Track record of translating research into impact on other scholars and on the wider community through publication and advisory work, and/or through engaging with policy, public service leaders and practice.
9. A clear, well developed and viable strategy for future outstanding research.
10. An understanding of the UK higher education system and research excellence framework (<https://www.ref.ac.uk/>) in relation to the quality of one's own research.

Teaching

11. A proven record of ability to develop and revise curricula.
12. Evidence of the design and delivery of high-quality teaching, including at postgraduate level in their area of thematic expertise.
13. Evidence of activities which advance the student learning experience or enhance the teaching and learning performance of colleagues.
14. The ability and willingness to teach online, face-to-face and in a hybrid manner.

Other

15. Commitment and ability to take on major administrative roles within the Institute.
16. A proven record of successful support of the careers of colleagues at all levels and provision of active mentorship.
17. Excellent interpersonal and communication skills and ability to work with colleagues at all levels.
18. Excellent written and spoken English.

Desirable – Knowledge, Skills, Experience and qualifications

19. Experience of academic-related administrative work and management.
20. Willingness and ability to actively collaborate with other members of staff across the core thematic areas at HCRI and with other members UoM colleagues across disciplines and departments.
21. Prior experience in online teaching.
22. Experience of working in a disaster, conflict, or low-income setting.
23. Experience of inter-disciplinary work.
24. Ability to undertake research that has impact and ability to engage in knowledge exchange.
25. Advanced training in quantitative and/or qualitative methods.

As an equal opportunities employer, we welcome applications from all suitably qualified persons and all appointments will be made on merit. As we are committed to the principles of the Race Equality Charter Mark, we particularly welcome applications from the Black, Asian and Minority Ethnic (BAME)/Global Majority community who are currently under-represented at this level at the University.





Working for the University of Manchester

The University of Manchester strives to make our community a welcoming, caring and enthusiastic one, fuelling ambition with opportunities and support to help us all achieve our personal and professional goals.

Our diverse job opportunities include an attractive [benefits package](#) with family-friendly policies that provide for flexible working. We care deeply about career and personal development, offering a structured induction programme for new staff, an annual performance and development review, staff training for all career stages and mentoring opportunities to support your career development.

We have a genuine commitment to [equality of opportunity](#) for our staff and students, and are proud to employ a workforce that reflects the diverse community we serve. The School of Arts, Languages, and Cultures has recently been awarded Silver Athena SWAN status, in recognition of our commitment to advance gender equality in higher education. The University of Manchester is a member of the Race Equality Charter and Stonewall Diversity Champions, actively promoting LGBT+ equality.

As a global institution, situated at the heart of a lively, [culturally diverse city](#), we welcome applicants of all nationalities. To help international job applicants plan for life in the UK, we have put together some useful [information on passports and visas](#), travel to the UK, accommodation and a number of other practical considerations.

Appointment process and how to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the University of Manchester on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **WMNM**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form.

The closing date for applications is **noon on 24 January 2025**.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.



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